

Section 15. Demotion

Demotion shall mean the movement of an employee from one class to another class having a lower maximum rate of pay. Demotions can only be made by the City Manager. Demotion may be made to a vacant position as a substitute for layoff. No employee shall be demoted to a position for which that employee does not possess the minimum qualifications. Written notice of the demotion shall be given the employee three days before the effective date of the demotion.

Section 16. Hours of Work, Overtime, Premium Pay

Section 16.1 Hours of Work

The regular workweek for employees occupying full-time positions shall consist of forty (40) hours. One 15-minute rest period each shall be observed during the first half and the second half of each regular workday.

(a) An employee of the library, whose regularly scheduled working hours do not provide for two (2) consecutive regular days off within a seven (7) day work period shall be paid a five percent (5%) premium to the regular straight-time rate of pay for each hour actually worked on the day which would regularly constitute one of two consecutive days off.

(b) The City shall provide an employee a minimum of 72 hours written notice of a short-term change in the employee's schedule which does not trigger the meet-and-confer requirements of Section 3 (c) (10). To the extent possible, notice shall be given more than 72 hours in advance of such changes to facilitate the employee's adjustment to this disruption in their normal routine.

Section 16.2 Overtime

Authorized work performed in excess of 40 hours in one week shall constitute overtime. Authorized work performed in excess of eight (8) consecutive hours, or those beyond the employee's regularly scheduled hours, whichever is greater, in any one (1) day (exclusive of lunch period) shall constitute overtime. Absent extenuating circumstances, all overtime must be approved in advance by a supervisor.

An employee required to work in excess of the regularly scheduled hours of work, as defined in the preceding paragraph, shall be compensated for each overtime hour so worked at the rate of one and one-half (1 1/2) times the employee's regular straight-time rate of pay.

Except in the event of an emergency, an employee who leaves the workplace due to injury or illness shall not be eligible for overtime, call back, or standby pay until the employee's next regularly-scheduled workday.